

RESOLUTION 16-1

WHEREAS, the Sangamon County Board created the Massey Commission after the death of Sonya Massey whose life tragically ended on July 6<sup>th</sup>, 2024 because of the abhorrent actions of Sean Grayson; and

WHEREAS, the commission is charged with establishing a path forward to best bring our community together and to address systemic issues in law enforcement practices, mental health responses, and community relations, with the goal of creating tangible, practical, and equitable solutions for the betterment of all who call Sangamon County home; and,

WHEREAS, we recognize the search for answers to this question will involve changes to our selection, training, support and review of personnel engaged in public safety, mental health, public health, education, training and we are receptive to these changes; and,

WHEREAS, it is with gratitude that the county accepts SIU Medicine's offer to provide in-kind staffing support to lead the support work of the commission; and

WHEREAS, the selection committee of the Massey Commission has chosen a Manager Director Contract to assist the commission;

NOW, THEREFORE, BE IT RESOLVED by the Sangamon County Board on this 11th day of February 2025 to further the purposes of this resolution and to support SIU Medicine and all of the work of the Massey Commission, the county will enter into an agreement with Digitesse to help support SIU Medicine with many tasks outlined in the contract including but not limited to event management, communications, engagement, research and other tasks at an amount not to exceed \$76,800 for an eight-month period not to exceed 20 hours per week.

Approved by the \_\_\_ Finance Committee \_\_\_ February 11, 2025 \_\_\_

\_\_\_\_\_, Chairman

\_\_\_\_\_  
Chairman, Sangamon County Board

ATTEST:

\_\_\_\_\_  
County Clerk

**FILED**

FEB 07 2025

*Don Hays*  
Sangamon County Clerk

**RECEIVED**  
2660

FEB 07 2025

Andy Goleman  
SANGAMON COUNTY AUDITOR

## AGREEMENT

THIS AGREEMENT, effective February 3, 2025, is made and entered into by and between Sangamon County ("County") and Digitesse, LLC (owned by Amy Endicott), hereinafter referred to as "Consultant."

**Purpose:** The purpose of this Agreement is to allow Consultant to assist Rikeesha Phelon at the SIU School of Medicine in coordinating the work of the Massey Commission, which is now being organized and will be co-chaired by Dr. Jerry Kruse, dean and provost of Southern Illinois University School of Medicine; JoAnn Johnson, retired from the Illinois State Police and Shadia Massey, cousin of Sonya Massey.

Sangamon County and Consultant mutually agree as follows:

### Article I - Scope of Services

From Feb. 3, 2025, through September 30, 2025, Consultant agrees to provide the following services:

#### Administrative and Operational Leadership

1. Serves as the operation and administrative lead for all Commission meetings and activities.
2. Identifies, articulates and oversees the implementation of Commission's policies, budget, structure and scope.
3. Develops and executes all operational plans for Commission meetings including securing event facilities, managing vendors, coordinating speakers, and finalizing communications materials ahead of all meetings.
4. Serves as the point of contact for subject matter experts and speakers needing information and logistical assistance for Commission and hearings and workgroup presentations.
5. Manages required posting requirements, agenda publications, deadlines, notices, and advises on open meeting and FOIA sensitivities for Commission and workgroup meetings.
6. Advises on protocols and parliamentary procedures to be followed in commission meetings and workgroup meetings.

#### Communications and Content Development

1. Serves as communications and media contact to facilitate responses from Commission in addition to overseeing the deliverables of other communications workers that include website, social media, graphic design, photography and videography and A/V vendors.
2. Prepares a report of all meetings that includes meeting minutes, especially agreed-upon action steps, major observations and progress related to goals to advise on consent agendas for the Commission.
3. Supports the editorial development and delivery of interim reports designed for public distribution.

**Research and Reporting**

1. Provides input to the co-chairs and workgroup co-leads with respect to subject matter expert engagement, best practice research and report development.
2. Oversees timely and thorough research and best practice analysis of issues before the Commission.
3. Supports the policy and research development needed for interim and final commission reports.

**Article II - Compensation**

Sangamon County agrees to compensate Consultant in the manner described below. Flat monthly fee of \$9,600. The fee is all-inclusive for the Scope of Services. Any other expenses incurred by Consultant in fulfilling the Scope of Services (e.g., for graphic designers, photographers, printing/copying, videographers, food/drinks, AV services, space rental, meeting expenses or other expenses) will be billed directly by those vendors to Sangamon County or to another organization specified by Rikeesha Phelon whenever possible. In situations where Consultant incurs external expenses that are not billed directly, Consultant will be reimbursed for expenses at cost, without markup. In some cases, County or SIU School of Medicine may direct Consultant to utilize specific external services or vendors. Sangamon County's obligation to pay any expenses under this paragraph is limited to total payments not to exceed \$4,000, and only expenses incurred with the county's pre-approval and supported by invoices will be paid.

**Article III - Invoicing and Payments**

Consultant shall submit an invoice to Sangamon County at the end of each month. Sangamon County agrees to pay Consultant the monthly fee of \$9,600 within 14 days of receipt of invoice.

**Article IV - Termination**

The performance of services under this Agreement may be terminated, in whole or in part, by Sangamon County or Consultant with 30 days' notice.

**Article V - Disputes**

Any disputes arising under this Agreement that are not settled informally shall be settled by appropriate legal, equitable or administrative proceedings.

**Article VI - Conflict of Interest**

Consultant, by signing this Agreement, covenants that Consultant has no public or private interest, direct or indirect, and shall not acquire directly or indirectly any such interest that does or may conflict in any manner with the performance of Consultant's services and obligations under this Agreement.

**Article VII - Compliance with Laws**

Consultant agrees that it will comply with all federal, state, municipal, and local laws, rules, and regulations that may be applicable to this Agreement.

**Article VIII- Entire Agreement**

This consultant Agreement is the entire agreement between Sangamon County and Consultant regarding Consultant providing services to the Massey Commission. It supersedes all prior communications, understandings and agreements, whether written or oral. Amendments to this Agreement must be in writing and signed by both County and Consultant.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of its effective date.

Sangamon County

Digitesse, LLC

By: \_\_\_\_\_

(Printed) \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: Amy Endicott \_\_\_\_\_

Amy Endicott

Title: Owner

Date: 02/03/25 \_\_\_\_\_